

NOTICE OF VACANCY
as of November 26, 2021

Position : **SOCIAL WELFARE OFFICER II**
Designation : **N/A**
Cost of Service : **SG 15 (Php 33,575.00)**
Number of Vacancy : **1**
Area of Assignment : **Within Caraga Region – Recovery and Reintegration Program for Trafficked Persons**
Status of Employment : **Contract of Service (December 2022)**

Preferred Qualifications (Competency-based):

Education : **Bachelor's Degree in Social Work**
Training : **At least four (4) hours of relevant training**
Experience : **At least two (2) years of relevant experience in Case Management of human trafficking cases, Social Case Study Report preparation, Monitoring and Initiating Advocacy Activities**
Eligibility : **RA 1080 (Registered Social Worker)**

Applicants should be guided by the following **Criteria of Evaluation:**

• Education (E)	– 20%
• Training (T)	– 10%
• Experience (E)	– 20%
• Initial Qualifying Test (IQT)	– 10%
• Special Exam (Technical)	– 15%
• Interview	– 25%
Total	– 100%

Job Functions:

- Assist SWAD Team Leaders in the implementation of community-based services
- Ensure that all calls are provided action within an hour after Helpline receipt on a 24-hour basis
- Provide assistance to the Recovery and Reintegration Program for Trafficked Persons (RRPTP) Focal Person in the implementation of project activities
- Assess if the client/s referred to Field Office is/are eligible to receive economic assistance for employment, livelihood/entrepreneurship and skills training
- Monitor the partner LGUs and ensure the RRPTP beneficiaries have individual case folders with Social Case Study Report and other pertinent documents (Recovery and Reintegration Forms, Assessment Forms, etc.)
- Encode cases to the National Recovery and Reintegration Database (NRRD)
- Conduct bi-monthly home visitations to the beneficiaries of the RRPTP especially those who were provided with economic assistance and submit home visit monitoring report not more than five (5) working days to the Regional Director and PSB
- Develop the Regional Directory of Resources and submit to the PSC
- Organize and maintain the project files and records including project reports, memoranda, etc.
- Perform other related tasks as requested by the Supervisor

Due to the increasing incidence of COVID-19, interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before December 3, 2021**:

1. Application Letter addressed to OIC Regional Director Ramel F. Jamen;
2. **.PDF file of Updated and Duly filled-out** Personal Data Sheet with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with **Work Experience sheet**, which can be downloaded at www.csc.gov.ph);
3. Transcript of Records;
4. Certificate of relevant trainings and seminars attended;
5. Copy of PRC license; and
6. Copy of duly signed Individual Performance Contract/Summary of Rating of Performance Contract Assessment

*******IMPORTANT REMINDERS*******

- a. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must NOT be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- b. All communications pertaining to your application will be sent via e-mail.
- c. Be reminded to indicate **APPLICATION FOR SOCIAL WELFARE OFFICER II (RRPTP)** as the e-mail subject.
- d. Request for extension of submission and application with incomplete documents will not be facilitated.

The agency values diversity in its workplace and encourage qualified applicants regardless of age, sex, sexual orientation, ethnicity, political affiliation, religion, disability, and others.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114



GENELYN R. MARTURILLAS

AO VI/HRPPMS Head

November 26, 2021